Microsoft in Education

Starting Word 97 as a Beginner

What you will learn from this lesson

With Word 97 you will:

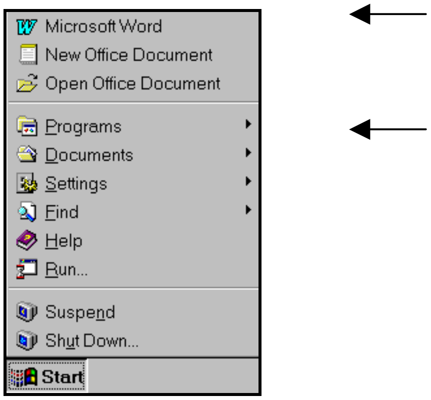
- Explore and use the Page Layout view.
- Explore and use templates and wizards.
- Work and become familiar with the Office Assistant.
- Open an existing document.
- Create a new document.
- Change font size and color.
- Save a document as a new or existing document or in a different file format.
- Close the file and quit the program.

What you should do before you start this lesson

Starting Word 97

1. Click the **Start** button in the lower-left corner.
2. Position the mouse pointer to **Microsoft Word,** and click again.

Word 97 will start, and a new document will open.


Microsoft Word
New Office Document
Open Office Document
Programs
Documents
Settings
Find
Help
Run...
Suspend
Shut Down...
Start

Note
If your software installation looks different from this image, click **Programs** to see the menu, and select **Microsoft Word.**

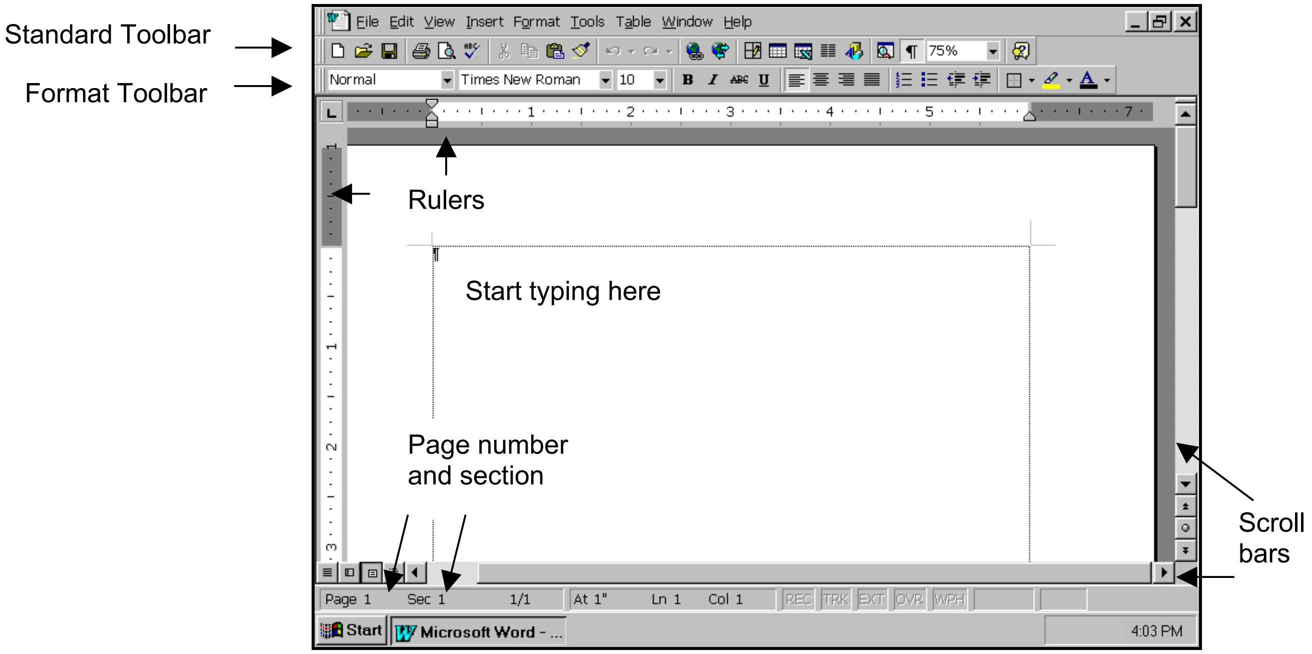
M

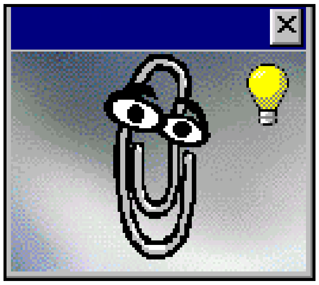
Exploring the lesson

Exploring the Word 97 window

The Page Layout view shows your document in a professional layout style. Look at the standard screen that appears after you open the program. (Screens may vary, depending on the Office 97 package you have.) As you become more familiar with the available options in Word 97, you can customize the menus and add buttons to the toolbars.

Here is the initial screen you see when you open Word 97.


Standard Toolbar
Format Toolbar
File Edit View Insert Format Tools Table Window Help
75%
Normal
Times New Roman
10
Rulers
Start typing here
Page number
and section
Scroll
bars
Page 1
Sec 1
1/1
At 1"
Ln 1
Col 1
REC TRK EXT OVR WPH
Start
Microsoft Word - ...
4:03 PM



Using Office Assistant

Microsoft Word in Office 97 has an Office Assistant that can answer your questions and give tips to help you improve your productivity. Wherever you are doing your task, your Office Assistant is available. Use it to learn more about and to discover faster and easier ways to use Microsoft Word 97.

When you first install Word 97, Office Assistant looks like an expressive paper clip looking over your work.

Working with Office Assistant options

Before you begin this lesson, make sure you are in a new Word 97 document. (To open a new document quickly, press CTRL+N.) If your Office Assistant is not visible, click the question mark button on the Standard toolbar, and Office Assistant appears.

Presetting topics for assistance

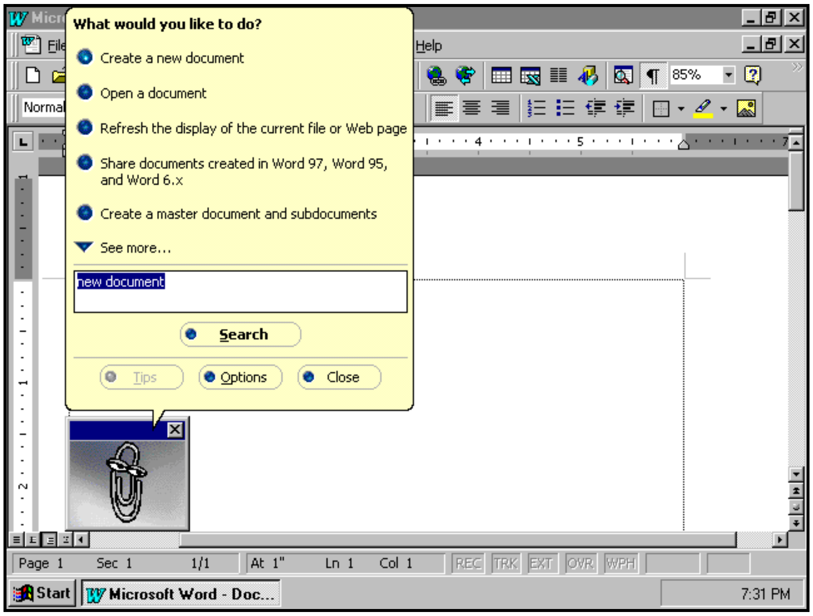
1. Click anywhere in the Office Assistant image box to display the **Office Assistant** dialog box.
2. Click **Options,** and click the boxes next to the options you want to preset.
3. Click **Reset my tips,** and click **OK.**

Working with Office Assistant questions

Asking a specific question

1. Click anywhere in the Office Assistant image box to display the **Office Assistant** dialog box.
2. Type *new document* into the dialog box.
3. Click **Search**.
4. Click **Create a new document,** and read the Help topic that appears.
5. Close the Help window.

Note
The Office Assistant light bulb signals a tip about how a Word 97 feature could help you perform your current task.



What would you like to do?

new document

Create a new document
Open a document
Refresh the display of the current file or Web page
Share documents created in Word 97, Word 95, and Word 6.x
Create a master document and subdocuments
See more...
Search
Tips
Options
Close
File
Help
Normal
85%
Page 1
Sec 1
1/1
At 1"
Ln 1
Col 1
REC
TRK
EXT
OVR
WPH
Start
Microsoft Word - Doc...
7:31 PM

Selecting a different image

Although the paper clip is the default image for Office Assistant in Word 97, you can choose other images as your Assistant. There is a cat, a bouncing ball, a kindly genius, and several others.

Choosing a different image

1. Right-mouse click the **Office Assistant** image box.
2. Click **Choose Assistant.**
3. Click the **Next** button until you find the image you want for your Office Assistant.

4. Click **OK** when you have made your selection.

Creating a new Word 97 document

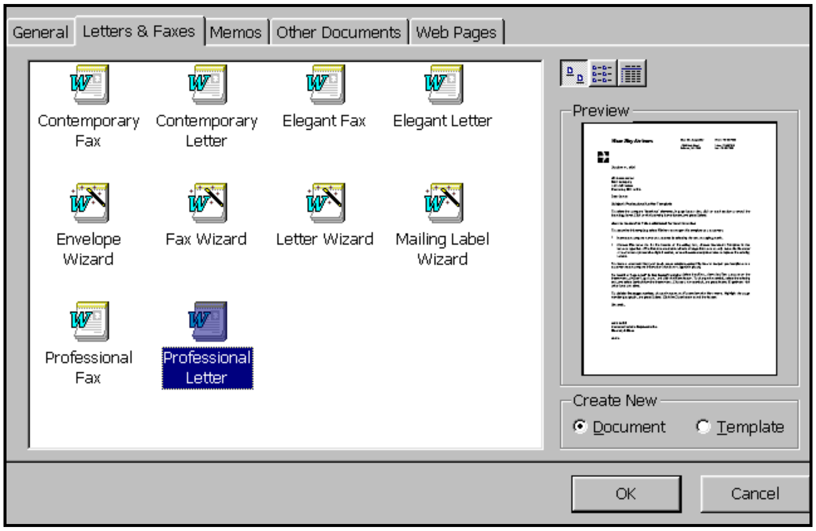
There are three ways to create a new Word 97 document. You can use a standard template, and then “fill in the blanks”; you can use one of the built-in wizards; or you can just create your own document. Using a wizard or template to create a new document saves time.

Using a template

Templates store boilerplate text, custom toolbars, macros, shortcut keys, styles, and so on.

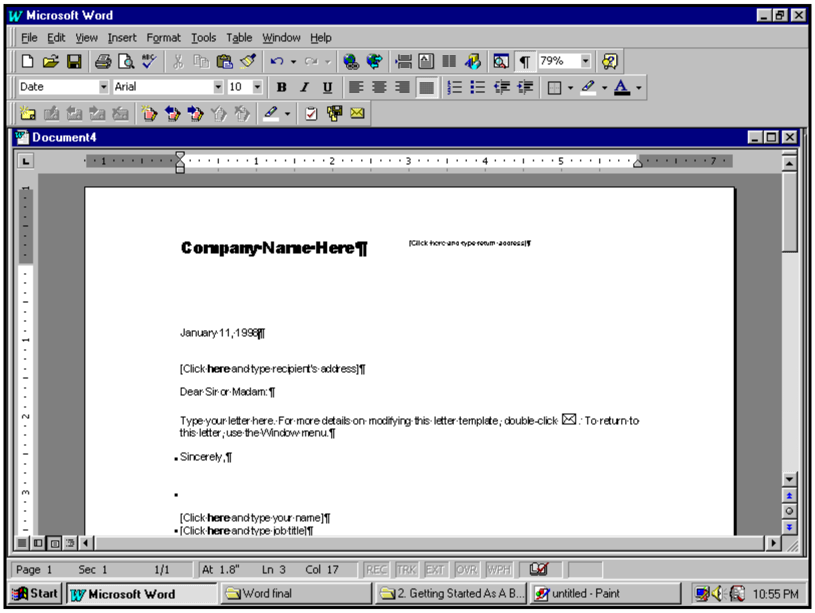
Using the template process

1. On the **File** menu, click **New.**
2. Click each tab to view the available templates.
3. Click the **Letters & Faxes** tab, and then click **Professional Letter** to see the letter style in the Preview window.
4. Click **OK,** or double-click **Professional Letter** to open the template.


General
Letters & Faxes
Memos
Other Documents
Web Pages
Contemporary Fax
Contemporary Letter
Elegant Fax
Elegant Letter
Envelope Wizard
Fax Wizard
Letter Wizard
Mailing Label Wizard
Professional Fax
Professional Letter
Preview
OK
Cancel

Create New
● Document ○ Template

5. Click in each area of the letter to enter your school name, the recipient’s address, and so on, and write a thank you letter for goods donated to your classroom.
6. When you’re finished working on your letter, from the **File** menu, click **Save.** The **Save As** dialog box will appear.
7. In the **File name** box, type *xxThank you.doc*, using your initials instead of *xx.*
8. Click **Save.**
9. On the **File** menu, click **Close** to close the document.


Microsoft Word
File Edit View Insert Format Tools Table Window Help
79%
Date
Arial
10
Document4
Page 1 Sec 1 1/1 At 1.8" Ln 3 Col 17
REC TRK EXT OVR WPH
Start
Microsoft Word
Word final
2. Getting Started As A B...
untitled - Paint
10:55 PM

Company Name Here¶

[Click here and type return address]¶

January 11, 1998¶

[Click **here** and type recipient's address]¶

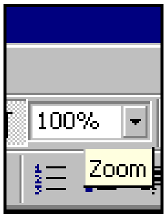
Dear Sir or Madam:¶

Type your letter here. For more details on modifying this letter template, double-click ✉. To return to this letter, use the Window menu.¶

Sincerely,¶

[Click **here** and type your name]¶
[Click **here** and type job title]¶

Note
To enlarge the appearance of an open document, use **Zoom** on the Standard toolbar.

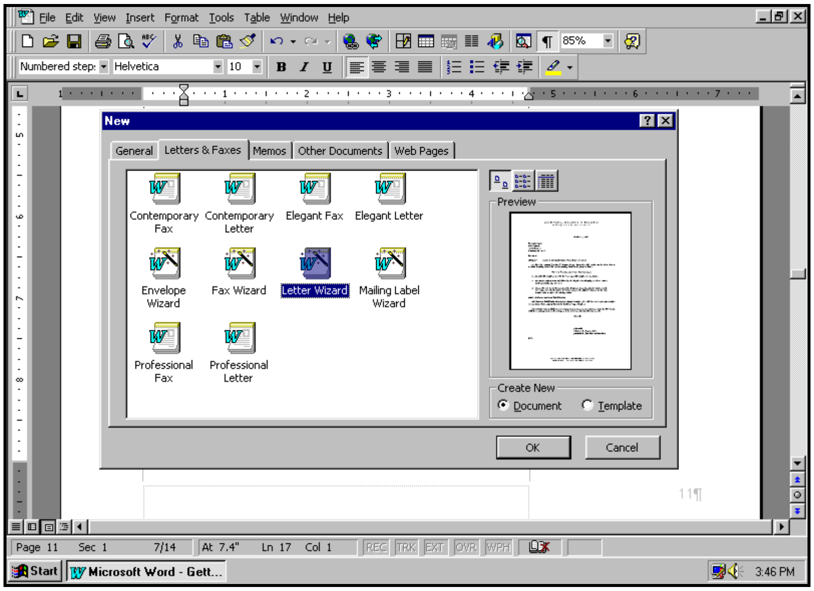


Using a wizard

You can create a Word 97 document using the wizard method. Wizards help you design letters, newsletters, directories, resumes, online forms, and common memos.

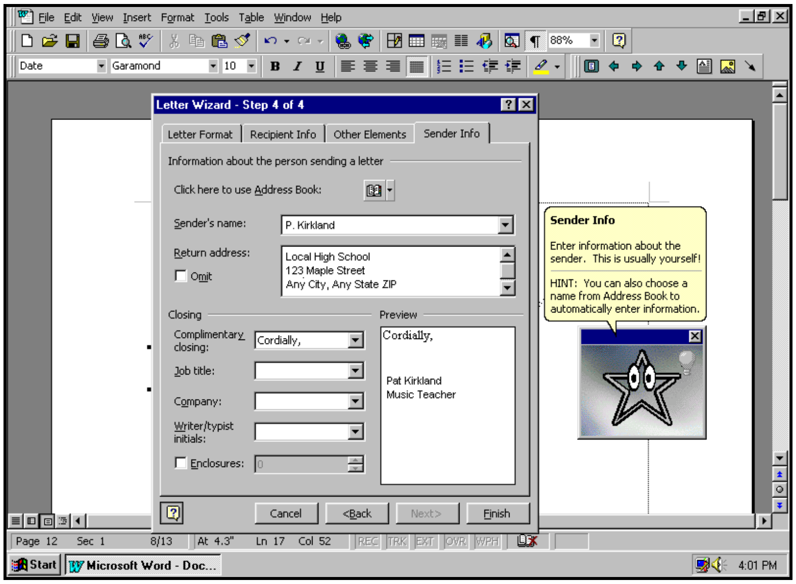
Using a wizard to create a letter

1. On the **File** menu, click **New.**
2. Click the **Letters & Faxes** tab.
3. Double-click **Letter Wizard.**


File Edit View Insert Format Tools Table Window Help
85%
Numbered step
Helvetica
10
New
General
Letters & Faxes
Memos
Other Documents
Web Pages
Contemporary Fax
Contemporary Letter
Elegant Fax
Elegant Letter
Envelope Wizard
Fax Wizard
Letter Wizard
Mailing Label Wizard
Professional Fax
Professional Letter
Preview
Create New
Document
Template
OK
Cancel
Page 11 Sec 1 7/14 At 7.4" Ln 17 Col 1
REC TRK EXT OVR WPH
Start
Microsoft Word - Gett...
3:46 PM

Create New: ● Document ○ Template

4. In the **Office Assistant** dialog box, click **Send one letter.**
5. In the **Letter Wizard** dialog box, click the **Date line** box to use today's date. You can also type a different date or choose a different format from the **Date line** list box.
6. Click **Next** to continue.
7. Type the recipient's name and address in the **Recipient's name** and **Delivery address** boxes.
8. Under **Salutation,** click the type of opening you want to use.
9. Click **Next** to continue.
10. Click check boxes and type in text to include other elements in your letter.
11. Click **Next** to continue.
12. Type your name, return address, and job title in the appropriate boxes. Click the **Complimentary closing** arrow to choose the closing for your letter.
13. Click **Finish.**
14. At this point you have selected and entered all the components, except for the body of the letter. Click **Rerun Letter Wizard** in the Office Assistant dialog box to start a new document.
    – or –
    Click **Cancel** in the **Office Assistant** box to close the wizard and finish your letter.
15. When you're finished working on your letter, from the **File** menu, click **Save.** The **Save As** dialog box will appear.
16. In the **File name** box, type the name you want to give this letter.
17. Click **Save.**
18. On the **File** menu, click **Close** to close the document.



Letter Wizard - Step 4 of 4

Information about the person sending a letter

Click here to use Address Book:

Sender's name: P. Kirkland

Return address:
Local High School
123 Maple Street
Any City, Any State ZIP

☐ Omit

Closing

Complimentary closing: Cordially,

Job title:

Company:

Writer/typist initials:

☐ Enclosures: 0

Preview

Cordially,

Pat Kirkland
Music Teacher

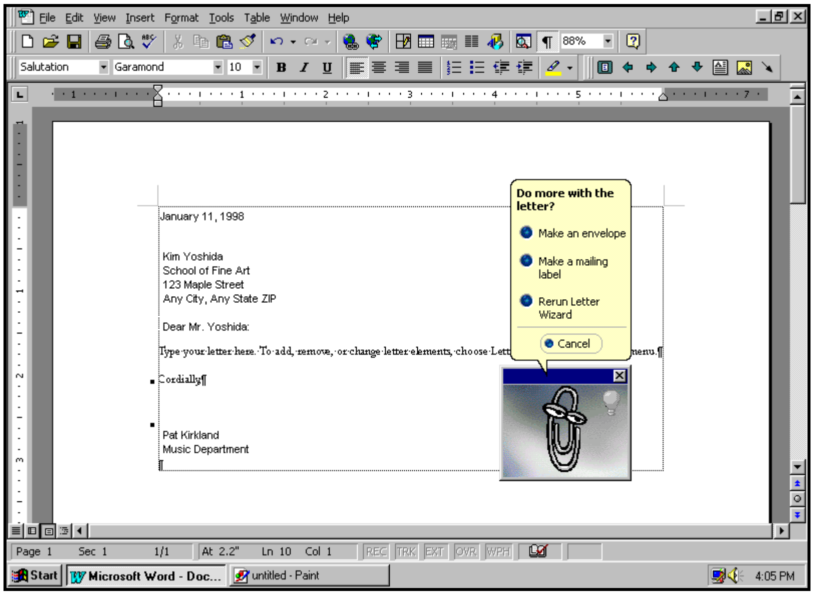
Sender Info

Enter information about the sender. This is usually yourself!

HINT: You can also choose a name from Address Book to automatically enter information.

File Edit View Insert Format Tools Table Window Help
88%
Date
Garamond
10
Letter Format
Recipient Info
Other Elements
Sender Info
Cancel
<Back
Next>
Finish
Page 12 Sec 1 8/13 At 4.3" Ln 17 Col 52
REC TRK EXT OVR WPH
Start
Microsoft Word - Doc...
4:01 PM

As you can see, the wizard is an easy tool to use, and it provides a fast, efficient way to create a document. As a teaching tool, a Letter wizard shows students the types of letters, elements of letters, and position of the elements. Once students enter information through the wizard, they can then concentrate on the contents of the letter.


File Edit View Insert Format Tools Table Window Help
88%
Salutation
Garamond
10
Do more with the letter?
Make an envelope
Make a mailing label
Rerun Letter Wizard
Cancel
Page 1 Sec 1 1/1 At 2.2" Ln 10 Col 1
REC TRK EXT OVR WPH
Start
Microsoft Word - Doc...
untitled - Paint
4:05 PM

January 11, 1998

Kim Yoshida
School of Fine Art
123 Maple Street
Any City, Any State ZIP

Dear Mr. Yoshida:

Type your letter here. To add, remove, or change letter elements, choose Lett
menu.¶

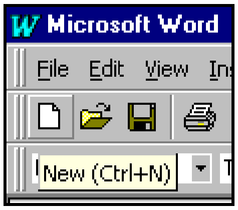
Cordially¶

Pat Kirkland
Music Department
¶

Creating your own document

Creating your own original document in Word 97 is easy to do, too. You can begin typing your document right away, or you can customize it to take advantage of the many Word 97 features. The following exercise will change your screen to show where your margins are and allow you to see all nonprinting characters, such as carriage returns, spaces, and tabs.

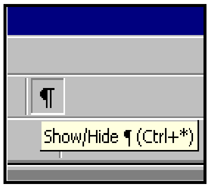
Note
The **New** button is on the Standard toolbar.

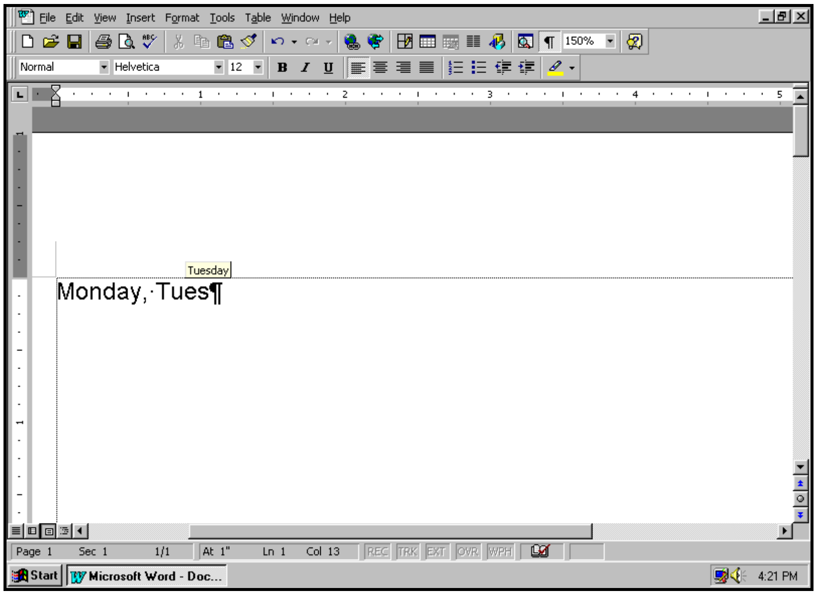

Microsoft Word
File Edit View In
New (Ctrl+N)

Creating your own document

1. On the Standard toolbar, click the **New** button.
2. Type the days of the week with a space between each day.
3. Press ENTER each time Word 97 makes a suggestion.
4. Press CTRL+A to select the text.
5. On the **Tools** menu, click **Options.**
6. Click the **General** tab, and then click the **Blue background, white text** box.
7. Click **OK.**
8. On the Standard toolbar, click the **Show/Hide** button to display or remove nonprinting characters such as spaces between words and carriage returns. You can return to the normal screen by repeating steps 5 through 7.
9. To close the document, on the **File** menu, click **Close,** and then click **No.**

Note
Use the Show/Hide button when you edit your document.


¶
Show/Hide ¶ (Ctrl+*)


File Edit View Insert Format Tools Table Window Help
Normal
Helvetica
12
150%
Tuesday
Page 1 Sec 1 1/1 At 1" Ln 1 Col 13
REC TRK EXT OVR WPH
Start
Microsoft Word - Doc...
4:21 PM

Monday,·Tues¶

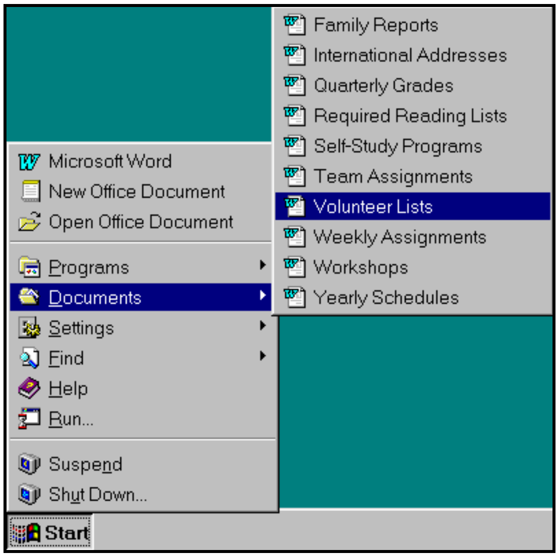
Opening an existing Word 97 file

There are several ways to open a Word 97 file. There is no single right way; use whichever method you prefer.

Using the Start menu

Opening an existing Word 97 file

1. Click the **Start** button, and move the mouse pointer to **Documents** to display the list of files you have opened recently.
2. Click a document to open it.
3. Close the document.


Family Reports
International Addresses
Quarterly Grades
Required Reading Lists
Self-Study Programs
Team Assignments
Volunteer Lists
Weekly Assignments
Workshops
Yearly Schedules
Microsoft Word
New Office Document
Open Office Document
Programs
Documents
Settings
Find
Help
Run...
Suspend
Shut Down...
Start

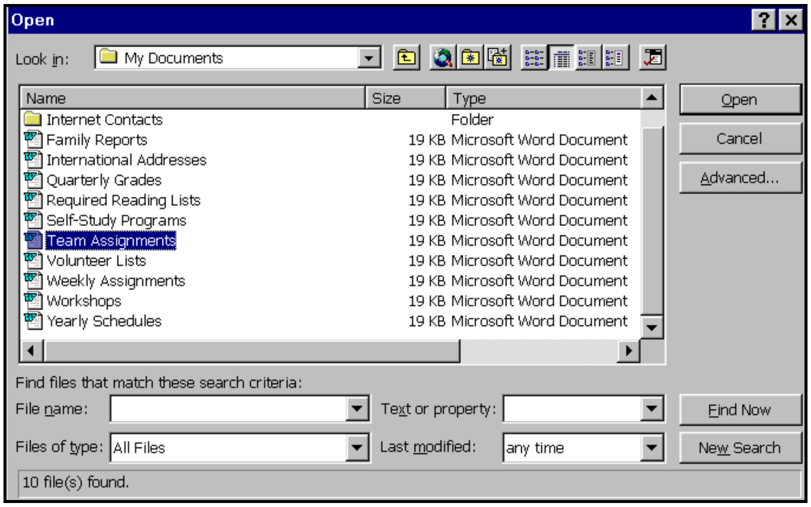
Opening a document from inside Word 97

While using Word 97, you can open another document.

Opening an existing file with the menu bar

1. On the **File** menu, click **Open.**
   – or –
   Press CTRL+O.
2. Double-click the file you want to open.
   – or –
   Select the file name, and click the **Open** button.
3. Close the document.

Note
If you open too many documents at the same time, your computer may run more slowly than its normal speed.



Look in: My Documents

Name	Size	Type
Internet Contacts		Folder
Family Reports	19 KB	Microsoft Word Document
International Addresses	19 KB	Microsoft Word Document
Quarterly Grades	19 KB	Microsoft Word Document
Required Reading Lists	19 KB	Microsoft Word Document
Self-Study Programs	19 KB	Microsoft Word Document
Team Assignments	19 KB	Microsoft Word Document
Volunteer Lists	19 KB	Microsoft Word Document
Weekly Assignments	19 KB	Microsoft Word Document
Workshops	19 KB	Microsoft Word Document
Yearly Schedules	19 KB	Microsoft Word Document

Find files that match these search criteria:

File name:

Text or property:

Files of type: All Files

Last modified: any time

10 file(s) found.

Changing font size and colors

Part of the versatility of Word 97 is in the variety of font sizes and colors. Ordinary text comes alive with color. This lesson explores the available fonts and color choices.

Changing fonts to explore the variety of Word 97

1. Open a new document.
2. On the **Format** menu, click **Font.**
3. Click the **Font** tab, select **Arial Narrow** from the **Font** list, and observe this and the following changes in the **Preview** box.
4. By using the **Size** scroll bar or typing the number in the dialog box, change the font size to **36.**
5. In the **Color** list, click **Blue.**
6. Under **Effects,** click **Outline.** Click it again to remove this effect.
7. Click **Cancel** to void all changes.
8. Close the document without saving changes.

Each method of creating a Word 97 document has its advantages; use whichever is easiest for you. When you are familiar with templates and wizards, you may find those features useful for creating documents you frequently use. For instance, you can create a student progress note to parents or an administrative schedule that you send to staff weekly. You can create borders, add graphics, and include repetitive information on a frequently used document.

Saving your work

When you create a document, regardless of which method you use, you must save your work in a logical place on the computer. Just like filing a document in a file drawer, storing a computer document requires some attention to how you name the document and where you place it, in order for you to be able to find it again. Unless you specify otherwise, Word 97 saves all files to a default folder on your computer called My Documents.

Once you have saved the document, the file name is displayed in the title bar at the top of the document. You can save files in many ways.

Saving for the first time

When you save the file for the first time, you should name the file as descriptively but as briefly as possible. Sometimes, you will want to name it as a particular version, or as a type of document (i.e., Student Program Letters, V.1.2)

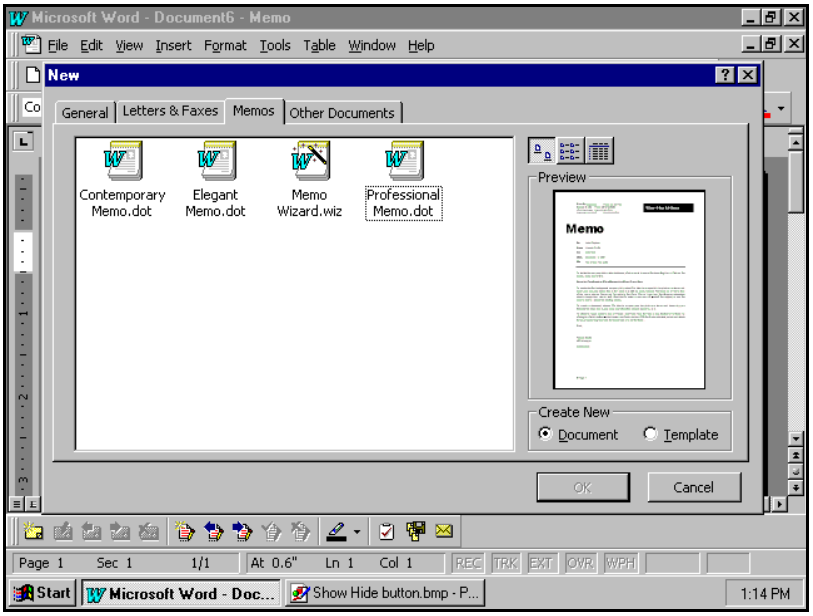
This following lesson uses material excerpted from the U. S Department of Education Report *Getting America's Students Ready for the 21st Century: Meeting the Technology Literacy Challenge.*

Saving a new document

1. On the **File** menu, click **New.**
2. In the **New** window, click **Professional Memo.dot** and open **Professional Memo.dot**.
3. Type *Local High School* in the **Company Name Here** box.
4. Type this excerpt of the memo from the Department of Education's *Report on Getting America's Students Ready for the 21st Century* in the body of the Professional Memo*:*

   Background

   Technology literacy--meaning computer skills and the ability to use computers and other technology to improve learning, productivity, and performance--has become as fundamental to a person's ability to navigate through society as traditional skills like reading, writing, and arithmetic. Yet, for the most part, these new technologies are not to be found in the nation's schools. Students make minimal use of new technologies for learning, typically employing them for only a few minutes a day.
5. On the **File** menu, click **Save.**
6. In the **File name** box, type *Technology Report.doc.*
7. Click **Save** to save the file.


Microsoft Word - Document6 - Memo
File Edit View Insert Format Tools Table Window Help
New
General
Letters & Faxes
Memos
Other Documents
Contemporary Memo.dot
Elegant Memo.dot
Memo Wizard.wiz
Professional Memo.dot
Preview
Memo
Create New
● Document
○ Template
OK
Cancel
Page 1 Sec 1 1/1 At 0.6" Ln 1 Col 1
REC TRK EXT OVR WPH
Start
Microsoft Word - Doc...
Show Hide button.bmp - P...
1:14 PM

Saving to a different location and changing the file name

Saving as a different name or to a different folder or disk drive

1. With the document from the previous lesson still open, on the **File** menu, click **Save As** to save the document with a new name.
2. In the **File name** box, type a different document name.
3. Select a folder and/or drive.
4. Click **Save** to save the file.

Saving your document as another file type

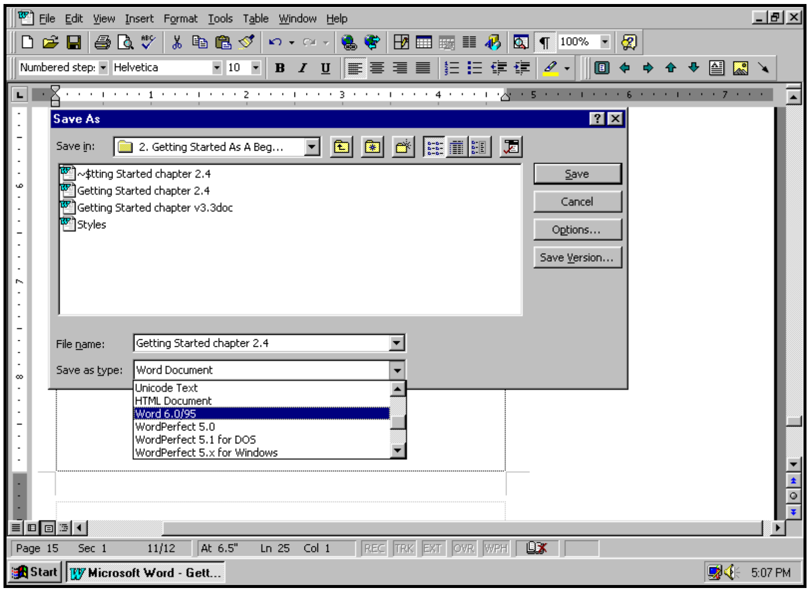
If you are saving your document to share with others who may have a version of Word 97 different from yours or other kinds of word-processing programs or documents, you may need to select a different file type. By saving your file as a specific type, you make it possible for others to read and download your document on their computer systems and software.

Saving to other Word 97 file types

Saving to earlier versions of Word 97

1. With the document from the previous lesson still open, on the **File** menu, click **Save As.**
2. Click the **Save as type** down arrow to see the format types.
3. Click **Word 6.0/95.**
4. Click **Cancel** to return to Word 97 without saving this document as a Word 6.0/95 document. (Clicking **Save** will overwrite any existing document with the same name and three-letter extension.)

Note
If you want to "back out" of a dialog box and continue working in Word 97, click **Cancel.**


File Edit View Insert Format Tools Table Window Help
100%
Numbered step:
Helvetica
10
Save As
~$tting Started chapter 2.4
Getting Started chapter 2.4
Getting Started chapter v3.3doc
Styles
Save
Cancel
Options...
Save Version...
Unicode Text
HTML Document
Word 6.0/95
WordPerfect 5.0
WordPerfect 5.1 for DOS
WordPerfect 5.x for Windows
Page 15 Sec 1 11/12 At 6.5" Ln 25 Col 1
REC TRK EXT OVR WPH
Start
Microsoft Word - Gett...
5:07 PM

Save in: 2. Getting Started As A Beg...
File name: Getting Started chapter 2.4
Save as type: Word Document

Saving to other word-processing formats

If you want to share a document with someone who has different word-processing software, or transfer the document to another computer that has different software, you can save your document in the file format used by another program.

Saving to other word-processing programs

1. With the document from the previous lesson still open, on the **File** menu, click **Save As.**
2. Click the **Save as type** down arrow to see format types.
3. Click **MS-DOS Text** to select a generic word-processing format.
4. Click **Cancel** to return to Word 97 without saving this document in MS-DOS® Text format.

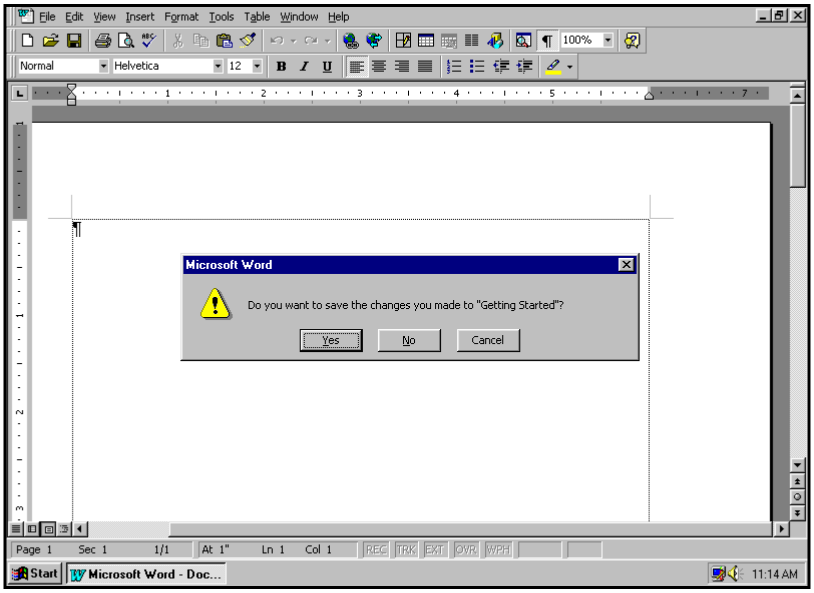
Quitting Word 97

There are several ways to quit Word 97. Always follow proper procedures. All Office 97 applications prompt you to save changes if you try to quit a program without saving your open documents.

Quitting Word 97 using the Exit command

Quitting Word 97 using the Exit command

1. With the document from the previous lesson open, on the **File** menu, click **Exit.**
2. Click **Yes** if you want to save your document and quit Word 97.
   – or –
   Click **No** if you do not want to save the document for future use, but you do want to quit Word 97.
   – or –
   Click **Cancel** if you do not want to close this document.


File Edit View Insert Format Tools Table Window Help
Normal
Helvetica
12
100%
Microsoft Word
Yes
No
Cancel
Page 1 Sec 1 1/1 At 1" Ln 1 Col 1
REC TRK EXT OVR WPH
Start
Microsoft Word - Doc...
11:14 AM

Do you want to save the changes you made to "Getting Started"?

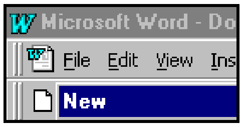
Quitting Word 97 with keystrokes

If you have already quit in the preceding exercise, open the Professional Memo document at the beginning of this section to create a new document. There are three keystrokes you can use to quit Word 97.

Quitting Word 97 with keystrokes

1. Press ALT+F+X.
   – or –
   Or press ALT+F4.
   – or –
   Or double-click the **Microsoft Word** button in the top-left corner of the screen.
2. Click **Yes** to confirm quitting the program.

Note
You can quit Word 97 quickly when you double-click the **Microsoft Word** button as shown:


Microsoft Word - Do
File Edit View Ins
New

How you can use what you learned

As a teacher, you may want to communicate with your students' parents; using a standard letter for these communications will help you do your job more efficiently. Using Word 97, you can inform parents of their children's class participation or academic progress, or invite parents to open house activities or class presentations.

Note
You can create a Template with your letterhead. Each time you create a document with that Template, your header will appear as you designed it.

Extensions

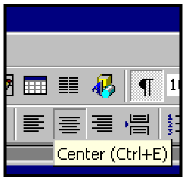
Create a letterhead that lists your hours of availability and phone numbers. Word 97 makes it is easy to update the stationery each term.

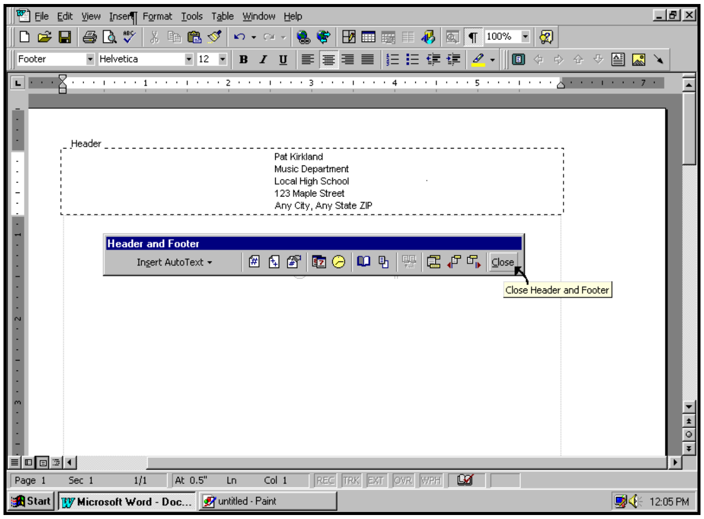
Creating your letterhead

Creating your letterhead from a template

1. Open a new document.
2. Type your name, available hours, and phone numbers.
3. Copy all the text, by pressing CTRL+A and then pressing CTRL+C.
4. On the **View** menu, click **Header and Footer.**
5. Paste the information into the header, by pressing CTRL+V.
6. Center the text, by selecting all the text and then clicking the **Center** button on the Formatting toolbar.
7. To close the header, click **Close** on the Header and Footer toolbar.
8. Delete your name and other information from the document.
9. Save your document, name it *Letterhead,* and close your document.

Note
To center text or align it left or right use the buttons on the Format toolbar.


Center (Ctrl+E)


File Edit View Insert Format Tools Table Window Help
Footer
Helvetica
12
100%
Header
Header and Footer
Insert AutoText
Close
Close Header and Footer
Page 1 Sec 1 1/1 At 0.5" Ln Col 1
REC TRK EXT OVR WPH
Start
Microsoft Word - Doc...
untitled - Paint
12:05 PM

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Summarizing what you have learned

Through this chapter you have explored and practiced:

- Using the Page Layout view.
- Using the toolbars.
- Exploring templates and wizards.
- Using Office Assistant.
- Creating new documents.
- Changing fonts.
- Saving documents in Word 97 and other formats.
- Closing a document and quitting Word 97.
- Creating your personal letterhead.